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GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

LANA C. SEIVERS, Ed.D.
COMMISSIONER

MEMORANDUM

TO: Teachers Interested in Reviewing Textbooks

FROM: Susan G. Doughty, Director
Office of Textbook Services

RE: Application Process

DATE: November 5, 2004

Thank you for your interest in participating in the textbook review process. Upon approval of the proposed budget, the State Textbook Commission will be contracting with teachers to review materials for Art, Music, Dance, Theatre Arts, Spelling, Literature, Driver Education, Health Sciences Education, Business Technology, Marketing Education, Technology Engineering Education, and Trade & Industrial Education.

We will be contracting directly with teachers. The application process will be open to any teacher who meets the statutory requirements (now teaching or supervising the respective subject, proper endorsement, and three or more years of public school experience) for serving on the local adoption committee.

The Commission expects to use approximately thirty teachers for two weeks. Reviewers will be paid between \$1000 and \$2000. Expenses for approved travel will be paid in accord with state travel regulations. Reviewers are also usually allowed to keep the materials reviewed.

The committee appointed to select the reviewers is scheduled to meet in early March. Teachers interested in applying should complete and return the attached application, including a notarized copy of the accompanying oath, to this office by 4:30 PM March 1, 2005. Reviewers selected will be notified by April 15.

An orientation session and a debriefing session are scheduled in the Nashville area for June 20-24, and August 1-4. Reviewers will independently examine books in the interim between these sessions. Any requests for time away from classes during your regular school year will be minimal and, of course, subject to local approval.

We appreciate your interest in the process and look forward to receiving your completed application. If you have questions, please feel free to call me at (615) 532-2717. You may also reach me at the following address:

Susan.Doughty@state.tn.us

Attachments:

STATE TEXTBOOK COMMISSION EVALUATION COMMITTEE APPLICATION

PLEASE TYPE OR PRINT CLEARLY ALL INFORMATION REQUIRED

| | | | |
|--|--|---------------------------------|--|
| Name: | | City/State: | |
| Home Address : | | Zip Code: | |
| School System: | | E-mail Address: | |
| School: | | Home Phone: | |
| Teacher Certificate No.: | | School Phone: | |
| Area of Endorsement (By Name and Number): | | Social Security No.: | |
| Current Teaching Assignment: | | | |
| Number of Years in Current Teaching Assignment: | | | |
| Please describe any computer experience: | | | |

Attach a Resume/Experience Summary: Include grade level taught, curriculum development at the state or local level, inservices conducted, workshops attended, etc. Cite specific activities which would reflect expertise in evaluating textbooks for the subject area for which you are applying.

Have you served on the state review committee before?

_____ **Yes**

_____ **No**

If yes, what committee and the year(s) served? _____

References: Attach two letters of recommendation.

Oath: Return oath notarized and signed with your application.

Work Sample: Attach a response to the following:

Textbook shall be defined as any medium or manual of instruction which contains a systematic presentation of the principles of a subject and which constitutes a major instructional vehicle for that subject. What are the most needed improvements in the subject area for which you are applying which could be addressed through improved textbooks? List specific criteria which could be applied to the textbooks submitted. Emphasize criteria which would assist the State Textbook Commission in selecting the books which best support these improvements. Include references to national standards if applicable.

Return Completed Application/Forms to:

Susan G. Doughty, Director
Office of Textbook Services
State Department of Education
5th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0379
(615) 532-2717

APPLICATIONS MUST BE RECEIVED BY THIS OFFIC BY 4:30 PM MARCH 1, 2005.

OATH
TO BE ADMINISTERED TO MEMBERS OF THE
STATE TEXTBOOK COMMISSION EVALUATION COMMITTEE

"I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency.

During calendar year 2005 and for a period of twelve months after completion of my duties as a textbook reviewer, I will not be employed by any textbook publisher nor become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the Commission for listing and adoption.

For the same periods of time mentioned above, I will not communicate any confidential or proprietary information acquired in my capacity as a textbook reviewer to any textbook publisher or publishing concern.

Finally, I do hereby promise that I will act honestly, faithfully and conscientiously, and in all respects will discharge my duties as assigned by the Commission to the best of my skill and ability."

Signed

Date

Subscribed and sworn to before me, in my presence, this _____ day of _____,
_____, a Notary Public in and for the state of Tennessee.

Notary Public